

Amendment No. 1 to PSU Agreement #1223159
For Compensation Study Services

This is Amendment No. 1 (“Amendment 1”) to the Agreement (“Agreement”) entered into between Portland State University (“PSU” or “University”), and **Yamhill County** an agency (“**AGENCY**”) each individually a “Party” and together and collectively, the “Parties”.

Whereas, PSU and **AGENCY** wish to amend the Agreement, therefore, the Parties agree as follows:

1. Section 1, Term and Termination: Extend the term of the agreement to August 31, 2024;
2. Section 2, Cost/Consideration: The current fixed price is \$21,628. The expansion of the scope of work (SOW) includes 27 additional hours and will cost \$2,240.00. This increases the fixed cost to \$23,868. See table below for hours and rates for the expanded scope of work.

	Senior Staff	Project Associate	Student Assistant	Total hours	Total cost of expanded SOW
Data Analysis & Project Oversight	6 hours	10 hours	11 hours	27	\$2,240.00
Hourly Rates	\$198/hour	\$70/hour	\$32/hour		

3. Section 4, Scope of Work:
 1. Following the notice to proceed from AGENCY, in conjunction with AGENCY staff. **2** job titles (Enforcement Deputy and Corrections Deputy) and **9** jurisdictions will be researched and analyzed. The jurisdictions for this analysis are the same cities and counties included in the 2023 PECBA study conducted by PSU for AGENCY. Final deliverables are tables only, without an accompanying analysis report.
 2. As much information as available from each jurisdiction’s website shall be gathered. This information will include:
 1. Salary schedules
 2. Personnel policies,
 3. Collective Bargaining Agreement(s),
 4. PTO (Vacation) accrual amounts at 5, 10, 15, and 20 years,
 5. Holiday hours per employee group,
 6. Any other premium pay, certification pay, or longevity pay not counted above that is provided to the targeted employee groups,
 7. Insurance premium information, and
 8. Job descriptions.

AGENCY will provide copies of current CBAs. Data collected will be for the fiscal year that includes July 1, 2023 unless requested otherwise. For Counties in Oregon, that is normally July 1, 2023 through June 30, 2024. For health insurance, our intention is to use January 1, 2024 as the data that the premium contribution for the employee is in effect.

3. The following schedule will apply for key milestones and deliverables.
 1. Data Collection
 - i. Collect data from AGENCY and jurisdictions’ websites (e.g., posted salary schedules, CBAs, health insurance premium summaries)
 - ii. Gather additional information through correspondence with jurisdictions (e.g., summary tables, email, phone calls)
 - iii. Conduct initial screening of each jurisdiction’s job descriptions for comparable tasks, education/experience requirements, and supervisory responsibilities and identify those that most closely align with AGENCY’s targeted jobs
 - iv. Enter all information into database for analysis

Schedule: Estimated two (2) weeks following the notice to proceed OR agreed-upon start date.

2. Data analysis

Analyze data based on the following factors

- i. Minimum experience required,
- ii. Minimum education required,
- iii. Essential functions, and
- iv. Major job duties.

Schedule: Estimated four (4) weeks following the notice to proceed OR agreed-upon start date.

3. Data Validation

- i. Organize data into tables
- ii. Send validation packages to each jurisdiction
- iii. Confirm or revise database with validated information

Schedule: Estimated six (6) weeks following the notice to proceed OR agreed-upon start date.

4. Draft tables

- i. Analysis of factors related to comparator agencies
- ii. Summary charts that compare each of the compensation components (e.g., number of jobs matched, differences in compensation with averages, PTO and health insurance summaries by jurisdiction, additional compensation for certifications)
- iii. Detailed adjusted compensation results for each position
- iv. Specialized data summaries (e.g., certification comparisons) upon request

Schedule: Estimated eight (8) weeks following the notice to proceed OR agreed-upon start date.

5. Final tables submission

Schedule: Estimated ten (10) weeks following the notice to proceed OR agreed-upon start date.

4. Final tables that compare each of the compensation components for a specific dollar value will include:
 - i. Base Salary at the Minimum, Median, and Maximum level
 - ii. Maximum Employee Health Insurance Contribution at the full family level
 - iii. Holiday, Vacation Pay, and Executive/Admin PTO. Vacation value with minimum vacation at entry, median vacation at 10 years, and maximum vacation at 20-years. Executive/Admin PTO will only be counted if there is a formal policy to consistently award this benefit. Any PTO program will be adjusted for the applicable sick leave component.
 - iv. In addition, the following factors will be considered and included: Longevity pay, the employer's contribution of the employee's 6% PERS obligation, along with any non-discretionary deferred compensation provided by employer.

Data that we collect from this engagement will be maintained by PSU and may be available for use in research or publication. The underlying data, and source documents/source supplier of the information, will also be available to AGENCY upon request.

Except as expressly amended above, all other terms and conditions of the original Agreement remain in full force and effect. All representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this Amendment 1 and with the same effect as though made at the time of this Amendment 1.

Tax Certification. By signature on this Agreement, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of **AGENCY** and that **AGENCY** is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws described in ORS 305.380(4).

YAMHILL COUNTY:

DocuSigned by:
By: Lindsay Berschauer
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Date: 5/30/2024

CENTER FOR PUBLIC SERVICE:

DocuSigned by:
By: Sara Saltzberg
C61C3266CBAB44B...

Date: 5/31/2024

PORTLAND STATE UNIVERSITY:

By: Tyler Mullins
Contracts Officer

Date: 06/10/2024

Approved by the BOC on: 5/30/24
via Board Order No.: 24-146